Step-by-Step Instructions

Trip Manager is customized to your company's travel policy. Please contact the Trip Manager Administrator for questions regarding Trip Manager at:

Debbie Caldwell	or	**Keona Boothe**
dcaldwell@citravel.com**, or 461-0022**		kboothe@jlab.org**, or ext. 7192**

Access - Click on your Internet browser. In the address box type in: www.tripmanager.com/xe

Step One - Sign-In Screen - In order to access Trip Manager, please complete the following items:
- Company = **JLAB** *(this is not case sensitive)*
- Member ID = **TM Member ID (first initial of first name + last name, [ex. kboothe])**
- Password = *your personal password (see notes below for First time users)*
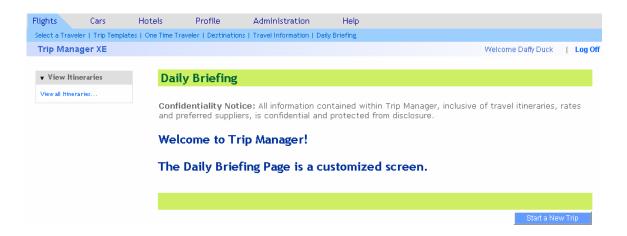- Click on Log In

PLEASE NOTE: First Time Users - Make sure you **DO NOT** enter a password the first time you utilize the system, if you leave it blank, you will be prompted to create a password.

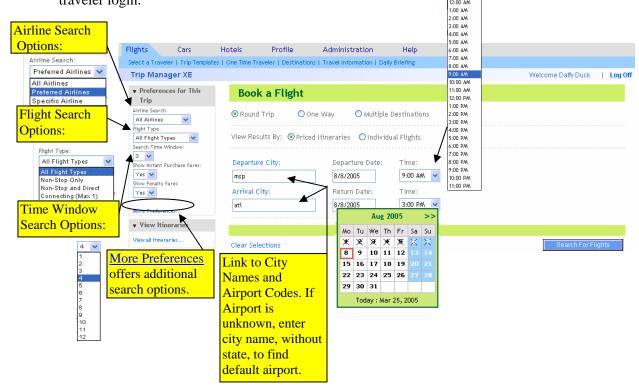This will be your password until you change it. (If you forget or lost your password click Lost Password on the main login screen, or contact your Trip Manager Administrator to have it reset to blank and then start again as a First Time User.)

Step Two – Daily Briefing. The Daily Briefing page will appear. After that, the briefing can be found by clicking Daily Briefing on the top submenu under Flights.

Step Three - Book a Flight. Complete the basic Departure and Arrival cities, dates and times of travel. Leave Priced Itineraries as the search default. Click Search for Flights**.**

Travel Arrangers: click Select a Traveler, highlight the traveler's name and click Select**.**
Note: If a traveler's name is not listed, the traveler will have to add the Travel Arranger's Trip Manager Member ID to his/her personal settings by clicking Profile, Notification**.** Add the arranger's Member ID and click Submit. Traveler Profile updates must be done through the traveler login.

Airline Search Options:

Flight Search Options:

Time Window Search Options:

More Preferences offers additional search options.

Link to City Names and Airport Codes. If Airport is unknown, enter city name, without state, to find default airport.

Multiple airport comparisons can be done in several cities:

City	Multi-Airport Search Code	Airports Searched
Chicago, IL	CHI	Midway (MDW) O'Hare (ORD)
New York, NY	NYC	Kennedy (JFK) La Guardia (LGA) Newark, NJ (EWR)
Washington DC	WAS	Baltimore (BWI) Dulles (IAD) Reagan National (DCA)

Entering a city name without a state will create a list of cities and airports to choose from.

Chicago entered:

```
CHICAGO

Chicago, IL (CHI) Chicago - All Airports
Chicago, IL (MDW) Chicago Midway Airport
Chicago, IL (ORD) Chicago O'Hare Int'l Airport
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Please select a city or airport.

Greenville entered:

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GREENVILLE

Greenville, MS (GLH) Greenville Airport
Greenville, NC (PGV) Greenville Pitt-Greenville Airport
Greenville-Spartanburg, SC (GSP) Greenville Spartanburg Airport
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Please select a city or airport.

Step Four Flight Search Results. Clicking Search for Flights benchmarks company contract airfare options with the lowest price flights available. Trip Manager will search for itinerary options within the Time Window of the times requested. Changing the time(s) or Time Window may change the search results.

Sort flight options.

Modify Air search options.

Create additional flight options Individual Flights.

Verify rules that apply to the price listed.

A Indicates itinerary was created from Individual Flights feature.

C Indicates a contracted discount.

P Indicates a company preferred option.

Click **Reserve** on your selected flights.

Customize your results.

Reporting Information
Customized **Corporate Compliance Reporting Information** may appear at various times through the Trip Manager booking process. Complete requirements listed on the screen. A common example is:

Trip Itinerary Screen (If neither a car rental nor a hotel room is needed, proceed to Step nine.)
The Trip Itinerary screen displays after each trip segment is booked. It displays all flight or train, hotel and car reservations booked for the current trip. Flight and train segments cannot be booked in the same itinerary. Links provide access to more detailed information for the flights, cars and hotels booked, and allow changes to the itinerary. Any car or hotel listed on this page is reserved, but not prepaid.

Step Five – Rent a Car. Click Cars to reserve a rental car. Both At Airport and Off Airport options are available. Data is pre-populated if air has been booked, change as necessary.

Car search options.

Click Express Rent to book a car per company policy.

Search for Cars show applicable cost options.

Screen Six – Reserve a Room. Click Hotels to reach the Reserve a Room search screen. Data is pre-populated if air has been booked, change as necessary. Click the appropriate radio button to choose your preferred Hotel Search option; click Search for Hotels.

Specific City/Point of Interest searches within the specified miles of the chosen suburb, city or point of interest.

Hotel search options.

Zip/Postal Code searches within a zip code area. The first five or four digits of a zip code can be used.

Click Search for Hotels.

Step Seven – Hotel Search Results. Find the hotel and click Rates to check for room rates and availability. Corporate hotels are listed first, followed by hotels that meet requested hotel search options.

Modify Hotel Search Options.

Hotel Search Results

Check-In: Monday, August 08
Check-Out: Wednesday, August 10

Search Option:
Airport: ATL

Map Selected Hotels

USD 83.00
C

C Indicates a contracted discount.

Photo Not Available

Crowne Plaza Perimeter Nw
6345 Powers Ferry Road
Atlanta Ga Us 30339
Hotel Details ☐ Check Availability
Negotiated Rates Available

Blue links provide detailed hotel information.

Map it
☐ Map Marker: 1

Rates

To map up to 10 hotels, check boxes and click Map Selected Hotels.

USD 89.00
C

Doubletree Club Atlanta Airpor
3400 Norman Berry Drive
Atlanta Ga 30344
Hotel Details ☐ Check Availability
Negotiated Rates Available

Map it
☐ Map Marker: 2

USD 85.00
C

Hilton
Hilton Atlanta Airport
1031 Virginia Avenue
Atlanta Ga 30354
Hotel Details ☐ Check Availability
Negotiated Rates Available

Map it
☐ Map Marker: 3

Rates

Click Rates to check for room rates and availability.

Availability squares:
Green – Available
Red – Not Available
Yellow – Click **Rates** to check availability

USD 144.00 - 194.00

Res Inn Atlanta Airport
3401 International Blvd
Hapeville Ga 30354
Hotel Details ☐ Hotel is available

Distance & Direction from Search Option
2 Miles North

Map it
☐ Map Marker: 4

Rates

Customize your results.

Map Selected Hotels
Previous | 1 | 2 | Next

Modify Search
Destination/Airport: ATL
Check-In: 8/8/2005
Check-Out: 8/10/2005
Change Location / Option
Clear   Search

Preferences for This Trip
Display Distance in:
Miles
Chain Search Option:
All Hotel Chains

Trip Summary
Flight: 08/08/05 7:45 AM
Delta 1090
MSP-ATL

Car: 08/08/05 12:00 PM
National
ATL

Flight: 08/10/05 1:49 PM
Delta 4835
ATL-MSP

View Itineraries
ATL 08/08/2005

View all Itineraries…

Step Eight – Hotel Rates Results. Click Reserve of the applicable room.

Hotel Rates Results

Check-In: Monday, August 08
Check-Out: Wednesday, August 10

Search Option:
Airport: ATL

Display Map

Doubletree Club Atlanta Airpor

Hotel Details

Doubletree/Guest Quarters
3400 Norman Berry Drive
Atlanta Ga 30344

Phone: 404 763 1600
Fax: 404 765 0200
Property ID: DT4718

View Rules provides room rate restrictions.

USD 124.00 C
THOR 1KG-DELUXE RM-NON SMOKING

C Indicates a contracted discount.

View Rules   Reserve

USD 124.00 C
THOR 1KNG-ACCESS RM-NONSMOKING

View

Click Reserve to book a room.

USD 124.00 C
THOR 2DBLS-DELUXE RM-NONSMOKING

View Rules   Reserve

USD 124.00 C
THOR 2 DOUBLE BEDS DELUXE RM

View Rules   Reserve

Return to Hotel Search Results

Step Nine – Final Itinerary Screen. Nearing the end of the reservation process, a detailed itinerary page will appear. On this page you will have many options.

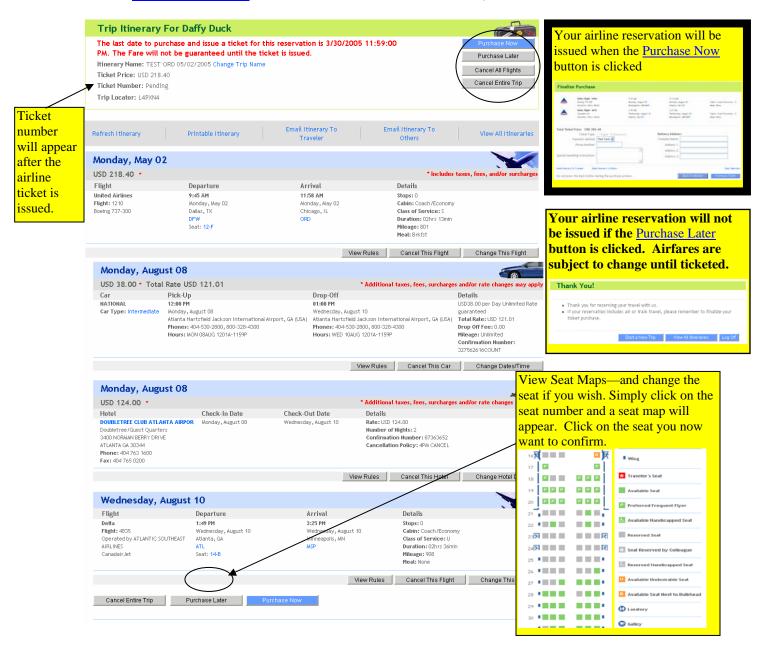> Change Trip Name: Customize the title listed under View Itineraries.
> Refresh Itinerary: Refreshes the screen with any.
> Printable Itinerary: Changes view to a text format.
> E-mail Itinerary to Traveler E-mail itinerary to the traveler.
> E-mail Itinerary to Others E-mail itinerary to the traveler and up to four additional email addresses.
> View All Itineraries A list of all itineraries with travel dates, status E-mail

Ticket number will appear after the airline ticket is issued.

Your airline reservation will be issued when the Purchase Now button is clicked

Your airline reservation will not be issued if the Purchase Later button is clicked. Airfares are subject to change until ticketed.

View Seat Maps—and change the seat if you wish. Simply click on the seat number and a seat map will appear. Click on the seat you now want to confirm.

Congratulations, you have completed the reservation on Trip Manager. Changes to car rental or hotels can be made anytime on Trip Manager. Changes to the air portion of the reservation should be made **by contacting Lisa Gelhaar at lgelhaar@citravel.com or ext. 7269.**